



## PARK RENTAL APPLICATION

618 "B" STREET, SAN RAFAEL, CA 94901  
 (415) 485-3333 (415) 485-3186 fax  
[Community.Services@cityofsanrafael.org](mailto:Community.Services@cityofsanrafael.org)

This application/contract is issued in accordance with the policies established by the City Council of the City of San Rafael. Failure to comply with policies may cause reason to revoke an agreement.

**PLEASE REVIEW ALL RULES AND REGULATIONS ATTACHED PRIOR TO COMPLETING APPLICATION**

\_\_\_\_\_  
 Name of Applicant                                      Street                                      City                                      Zip Code                                      Phone

\_\_\_\_\_  
 Name of Organization                                      Street                                      City                                      Zip Code                                      Phone

\_\_\_\_\_  
 Email Address                                      Type of Activity                                      Estimated Attendance

Date of Use: \_\_\_\_\_ Hours: from \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_

Days(s) of Week (**Circle**)    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

	<b>YES</b>	<b>NO</b>	
Are you a non-profit organization?	_____	_____	Non-Profit# _____
Is the event a fundraiser?	_____	_____	
Is the event open to the public?	_____	_____	
Will admission be charged?	_____	_____	

**PLEASE SELECT ONE:**

- Pickleweed Park Picnic Area
- Victor Jones Park: **Upper Area** \_\_\_\_\_ **Lower Area** \_\_\_\_\_
- Santa Margarita Park (**Lower area only**)
- Sun Valley Park (**Lower area only**)
- Gerstle Park Lower Picnic Areas 1** \_\_\_\_\_ **2** \_\_\_\_\_
- Terra Linda Park
- Gerstle Park Redwood Grove**

### HOLD HARMLESS/MANDATORY ARBITRATION AGREEMENT

As an applicant for use of City of San Rafael areas or facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by use or occupancy of an area or facility of the City of San Rafael. I hereby agree to indemnify and hold harmless the City of San Rafael and its officers and employees and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.

**MANDATORY ARBITRATION OF CLAIMS AGAINST CITY.** It is hereby expressly understood that any claim asserted against the City by the undersigned participant, either on behalf of him/herself or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected with the use of City property, facilities, or programs pursuant to this rental contract will be determined by submission to arbitration as provided by California law, and not by a lawsuit or resort to court proceedings. **THE CITY AND THE UNDERSIGNED BY EXECUTION OF THIS CONTRACT ARE GIVING UP THEIR CONSTITUTIONAL RIGHT TO HAVE ANY DISPUTE DECIDED IN A COURT OF LAW BEFORE A JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION.**

I have read both sides of rental application and agree to abide by the General Policy as stated.

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

## GENERAL POLICY

All City Parks operate under the jurisdiction of the City of San Rafael and are intended primarily for recreational, cultural & educational programs. Any group with over 15 people using these facilities is required to have an approved permit.

### SAN RAFAEL COMMUNITY CENTER PARK FACILITIES RENTAL FEES

Facility Name	Non-Profit Organizations (Tax I.D. # Required) Proof of IRS 501C3 Status	Private Use & Non-Profit Fundraising Events	Commercial/ Non-Resident Fee
<b>Bernard Hoffman</b>	\$21 per hour	\$32 per hour	\$63 per hour
<b>Pickleweed Park Soccer Fields</b>	\$16 per hour	\$21 per hour	\$32 per hour
<b>Large Group Picnic Areas</b> Redwood Grove at Gerstle Park Group Barbeque	\$79 per day	\$132 per day	\$210 per day
<b>Parks (reserved picnic &amp; barbeque areas)</b>	\$53 per day	\$58 per day	\$84 per day
<b>Filming</b>	\$53 per hour (min. 2 hours)	\$53 per hour (min. 2 hours)	\$132 per hour (min. 4 hours)
<b>Still Photography</b>	\$53 per hour (min. 2 hours)	\$53 per hour (min. 2 hours)	\$79 per hour (min. 4 hours)

1. Fees are a two-hour minimum.
2. Non-profit organizations must use park for a non-fundraising event to be eligible for Group I. If it is a fundraiser, the classification is Group II.
3. To be considered a San Rafael resident, individuals must reside within the city limits. For organizations or groups, San Rafael residency is established to having a San Rafael mailing address, as well as proof of 50% of their members live within the San Rafael city limits.
4. Any government tax-supported agency located in Marin which does not fall under Group I, qualifies as Group II.
5. All events for business or commercial use, for profit or gain, qualify as Group III.

### APPLICATION PROCEDURES

1. Reservations will be accepted 6 months in advance. All fees and insurance forms are due 10 days prior to the event.
2. Hours of use stated on the application permit must include set-up time as well as clean-up time.
3. Rental contracts are non-transferable.
4. Reservations for use of the parks by youth groups must be accompanied by an adult sponsor and activity must be supervised by an adult in attendance during the entire event.
5. The applicant whose signature appears on the registration form should arrive at the starting time designated and should plan to be present until the end of the event. If the applicant cannot be present, he should designate an individual and place that name on the application.
6. All parks must be left in the same condition as before the event started.

### SPECIAL CONSIDERATION

1. Alcohol is not allowed at any park.
2. Inflatable jumpy houses are not allowed at any park.
3. Neither birdseed nor rice are allowed to be thrown at weddings.
4. Reservations may be revoked at any time whenever the use of the building or facilities may interfere with department program activities or where there has been a violation of approved regulations.
5. Rental fee will be refunded if event is cancelled, due to inclement weather or emergencies that render park unusable.